



COLBY COLLEGE MUSEUM STUDENT EMPLOYMENT AGREEMENT

Welcome to the Colby College Museum of Art. All Museum work performed by students is important to the function of the institution. The Museum values its student employees and ideally looks to establish long-term working relationships with them.

The following paragraphs outline some general areas of employee / employer responsibilities. Please read and discuss any questions you may have with your supervisor before signing.

I. Hiring and Payroll

Supervisors within the museum are responsible for the selection of student workers. Supervisors are responsible for maintaining current job descriptions at Student Financial Services and for other paperwork associated with the hiring process. Students are hired for one semester at a time except for occasional short-term special projects. Following the semester's evaluation student may be re-hired for the following semester. Students should discuss their future plans with their supervisor near the end of each semester. The Museum is under no obligation to offer re-employment. Students are expected to work through the last day of finals week.

Pay sheets and procedures will be explained during training. The Colby Student Handbook states that student workers who falsify hours worked, will lose the right to work on campus for the remainder of the academic year or possibly longer. The employer may choose to refer the matter to the Dean of Students.

II. Supervision and Training

It is the responsibility of each supervisor to hire, schedule, and train his or her student workers. Supervisors will provide training and assistance as students learn their jobs, and will evaluate the quality and quantity of the student's work. Some departments have student supervisors who assist in the training and scheduling functions. Staff supervisors will define the limits of responsibility given to student supervisors, who must stay within these limits.

Students are encouraged to ask questions of their supervisors. The supervisor will identify other employees in the department who can assist students in his or her absence. Supervisors will also identify a specific method for communication of problems, questions, and ideas between themselves and the students who work when the supervisors are not available.

III. Job Performance

Dependability is a primary requisite for student workers. Students who work in areas providing direct service to the public must arrive promptly at the scheduled times or arrange for a *qualified* substitute. Names and contact information of qualified substitutes will be listed and available in the department.

If a shift is missed without arranging for a substitute or notifying the supervisor, a verbal warning will be given to the student. A second un-substituted absence will be grounds for dismissal.

Accuracy is essential in all Museum jobs. Please notify your supervisor immediately should an error in recordkeeping occur.

(over)

IV. Confidentiality and Security

Information about Museum budgets and expenditures is confidential. Refer any persistent requests to the supervisor of the area or a Museum administrator.

Security of computer programs and records is an essential concern of the Museum administration. Student workers are passworded for specific functions necessary to the performance of their jobs.

Using a password to give access to the computer to anyone other than a Museum employee, using a password to falsify or destroy Museum records, or accessing programs for which you are not passworded will be grounds for immediate dismissal. Any such infractions are reported to the Dean of Students.

Students are not authorized to make exceptions in Museum rules or policies. Refer any such requests to a supervisor or other appropriate staff member.

Student workers, unless authorized, may not be in the Museum when the Museum is closed and unsupervised by staff.

Emergency Procedures: student workers who are employed when staff is not present must be trained in emergency procedures in case of fire or accident. Supervisors will make certain that verbal instructions as well as written instructions are readily available in each department.

IV. Personal Conduct

Students who work directly with the public are expected to be courteous and efficient at all times. Personal appearance and conduct during working hours should be businesslike. Personal conversations should be quiet and kept to a minimum. No non-Museum personnel are to be allowed behind the Museum Desk or in other office areas. No food or drink at front desk. No laptops or cellphones. No school work at the front desk.

V. Termination of Employment

Students who leave their jobs before the end of a semester are expected to give a minimum of one week's notice.

Supervisors may dismiss an employee if a problem recurs after one verbal warning and an attempt to resolve the problem with the student in person. Warnings may be issued for below-average quality or quantity of work, chronic absence or lateness, or breaches in confidentiality and security as described above.

Arriving for work under the influence of drugs or alcohol is grounds for termination.

Rev. 5/20

Return signed portion below to Supervisor

Colby College Museum Student Employment Agreement

**I HAVE READ AND AGREE TO THE TERMS OF EMPLOYMENT IN THE
COLBY COLLEGE MUSEUM EMPLOYMENT AGREEMENT**

NAME (please print): _____

BOX #: _____ TELEPHONE #: _____

E-MAIL ADDRESS: _____

SUPERVISOR: _____

SIGNED: _____

DATE: _____



APPLICATION FOR 2021-2022 EMPLOYMENT
Colby College Museum of Art

NAME: FY/SOPH/JR/SR

CAMPUS BOX#: CLASS YEAR:

MOBILE PHONE#: MAJOR:

COLBY EMAIL:

PAST WORK EXPERIENCE (COLBY OR ELSEWHERE):

PAST CAMPUS/OTHER JOBS (INCLUDING SUPERVISOR'S NAME AND TELEPHONE#):

PLEASE LIST ANY COURSE WORK OR SPECIAL SKILLS RELEVANT TO THE JOB?

WHY DO YOU WANT TO WORK AT THE MUSEUM?

ARE YOU INVOLVED IN PRACTICES OR REHEARSALS THAT COULD AFFECT YOUR WORK? _____

DO YOU EXPECT TO PARTICIPATE IN ANY OFF-CAMPUS PROGRAMS/TRAVEL? WHEN?

ARE YOU FAMILIAR WITH THE MUSEUM AND ITS GALLERIES? PLEASE EXPLAIN BRIEFLY.

AS A POTENTIAL EMPLOYEE, WHAT DO YOU SEE AS YOUR GREATEST STRENGTH? WEAKNESS?

PLEASE REMEMBER TO ATTACH YOUR RESUME.

Review the attached job description and Student Employment Agreement. Return this form with a current resume and three references to complete the application process.

Signature: _____

Name: _____

How many hours a week you can work: _____

Indicate with an "X" the EXACT times you CAN work. Please remember to consider practice times, club meetings, and extracurricular events. EX: *if a class ends at 11:00 am then you are NOT available to start your shift at 11:00 am. We need exact times, please.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9a-10a							
10a-11a							
11a-12p							
12p-1p							
1p-2p							
2p-3p							
3p-4p							
4p-5p							
5p-6p							
6p-7p							
7p-8p							
8p-9p							